

# ST THOMAS MORE CATHOLIC SCHOOL

## POLICY ON: Attendance and Punctuality

**School Mission Statement:** *“To guide and encourage students to be responsible, caring and confident in a climate of Gospel values where they can realise their full potential and celebrate each other’s success”.*

### Rationale

Regular attendance and punctuality are pre-requisites for student achievement and a vital preparation for adult life. They can be achieved most effectively where students see the importance of these attributes and school and home work in partnership to instil these values.

### 1. Attendance

#### Aims

**The aims of the policy are:**

- To maintain high levels of attendance
- To give regular attendance a high priority within the school
- To structure and enhance the ways in which attendance is monitored
- To create a system of positive rewards and sanctions to promote and encourage high levels of attendance
- To develop a greater awareness amongst students and their Parents/Carers of the long term benefits to be gained from a good attendance record
- To encourage Parents/Carers to take holidays during designated holiday time in line with the policies of Education Walsall

#### Staff responsibilities

#### Procedures

Students will enter the building at 8.40 am and school registration will be taken by/from tutors on SIMS up to 9.05am.

Any student arriving after 8.40am will be given a late mark.

Afternoon school registration will be taken at the beginning of period 5 by the subject teacher.

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Students are expected to bring a note signed and dated for any absence. This absence will then be signed by the form tutor and cleared from the system by the Attendance Administrator [AA] using SIMS.

Parents/carers are encouraged to telephone school to inform us of student absence. Messages will be dealt with by the AA who has a designated phone line; she will enter the data against the student's name on SIMS.

We will contact home by the third day of uninformed absence and in the case of those students who have a poor attendance record, as identified by the Student Welfare Officer, we will contact home on the first day of absence. This will be done by the AA or SWO.

Students with levels of absence below 90%, where no explanation has been received from home, will be referred to the Education Welfare Officer [EWO] by the SWO during their regular weekly meetings.

Where a student is missing from a lesson in suspicious circumstances the AA should be informed via extension 3701.

In keeping with local and national directive we will not authorise any holidays of more than 10 days requested during term time. Extended trips to the sub continent or other long haul destinations will be dealt with in line with the policies of Education Walsall.

**Further to the above individual responsibilities are as follows:**

**Form Tutors have a responsibility to:**

- take the form register in accordance with guidelines
- keep a file of absence notes provided by parents/ carers
- make the AA aware of any absences so that this can be cleared using SIMS
- liaise with the SWO on matters relating to the long term absence of students in their form and the requirement for parent/carer contact
- have an overview of form and individual student attendance statistics in liaison with the SWO, particularly noting patterns of non-attendance and possible truancy
- respond to enquiries about attendance from the SWO or Parents/Carers
- maintain weekly data for the form's attendance using our weekly registered attendance sheets and bring it to the notice of the form

- keep the Head of Year and Assistant Head of Year informed of attendance issues pertaining to the form

**Subject teachers have a responsibility to:**

- ensure that class registers are taken on SIMS and sent immediately at the start of the lesson. This particularly applies to period 5 which is the default period for afternoon registration
- report missing students to the AA on extension 3701

Form tutors:	breakdown of their form's attendance
Heads of Year:	<ul style="list-style-type: none"> <li>• attendance figures for each form in the year group</li> <li>• list of students in their year group who are excluded or in isolation</li> </ul>
Head and Deputy Head of Pastoral Care + Heads of key stage  Head of 6 <sup>th</sup> Form	<ul style="list-style-type: none"> <li>• the attendance figures for each form in their Key Stage(s)</li> <li>• list of students in their Key Stage(s) who are excluded or in isolation</li> </ul>

**The Student Welfare Officer is responsible for:**

- the overall monitoring of student attendance
- liaising with Parents/Carers where there is suspicion of, or actual, truancy
- ensuring that members of staff are aware of attendance targets and are working towards achieving these
- liaising on all matters related to student attendance/absence with Form Tutors, Heads and Assistant Heads of Year, Deputy Head teacher in charge of Pastoral Care and, where appropriate, Heads of Department and those assisting with First Aid.
- producing data from SIMS which staff can use to monitor attendance
- liaising with the school's EWO and meeting with him/her at least once each week
- liaising directly with Parents/Carers on issues pertaining to attendance

- attending Walsall LA Attendance Panel meetings
- arranging and chairing Attendance Panel meetings in school to discuss students who have poor attendance
- meeting with students in school in order to counsel them on ways in which to improve their attendance
- actioning the first day calling of Parents/Carers when a student is absent without notification
- assisting, when available, in tracking down any student who is missing from lessons

**The Head/Assistant Head of Year and Heads of Key Stage 3 and 4 and Head of Sixth Form are responsible for:**

- monitoring attendance within his/her year group/Key Stage
- looking for trends and/or causes of poor attendance in the year group
- dealing with truants and, in liaison with the SWO, ensuring appropriate follow up action to the cause of the truancy
- monitoring that Form Tutors are fulfilling their role in relation to attendance
- promoting the importance of good attendance through assemblies, competitions with rewards and personal intervention
- liaising with the SWO to discuss attendance issues in the year group
- ensuring that information on attendance is shared with the pastoral team
- ensuring that registers are being marked during the absence of a Form Tutor
- ensuring that paper registers are marked on when their year group has an assembly
- ensuring that necessary interventions are taking place with students who have a poor attendance record

**Deputy Head teacher in charge of Pastoral Care is responsible for:**

- ensuring that attendance is being recorded and monitored in line with LA requirements
- ensuring that attendance is monitored at Form, Year and Key Stage that procedures are followed, and that intervention is implemented at the appropriate level

- taking an active part in promoting regular attendance
- supervising the production of data required by SLT, the school governors, and the LA
- meeting regularly with the SWO to review procedures and data to ensure that the school is doing all that it can to maximise attendance

recognising and initiating change when policy and procedures need amending

### **The Attendance Administrator has a responsibility to:**

- monitor daily that registers are being marked and to inform members of staff by the SIMS messaging system of any registers that have not been marked
- produce weekly 'league tables' of Form attendance and display these on the attendance notice board
- produce the data listed below for members of staff on a weekly basis:
- take telephone calls from Parents/Carers about student absence and enter this information on SIMS
- clear absences when information is received directly from Parents/Carers
- be involved in contacting the Parents/Carers of those students who require three or first day absence monitoring
- liaise with 'First Call' and/or the SWO when a student is reported as missing from lessons
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### **Rewards and Sanctions**

- Students with good attendance will receive certificates. This will be done at the end of each term, with cumulative certificates for the year presented at the end of the summer term. Those students with 100% attendance in Years 7 to 9 will receive their certificates at the end of year Presentation Evenings.
- Form attendance will be displayed in league form weekly in the library window.
- We will look to give tangible rewards [CDs, DVDs, book tokens, cinema vouchers] to students/forms with good attendance records.
- Praise in assemblies, text home or names in 'More News' for students with good attendance.

- Students with unexplained poor attendance will not be included in the end of year reward trips.
- Parents/Carers of students with unexplained poor attendance, having been through all processes to improve attendance, will be referred to Walsall LA for prosecution.

## **2. Punctuality**

### Aims

- To improve punctuality to school and lessons
- To give the importance of punctuality a high profile within the school
- To raise amongst students a greater awareness of the long term benefits to be gained from being punctual
- To enhance the ways in which lateness is monitored
- To create a positive system of rewards and sanctions

### **Staff Responsibilities**

### **Procedures**

We have different procedures for dealing with lateness to school and lateness to lessons.

#### **Lateness to school:**

- Students should be on site from 8:30 am and ready to enter the building for registration at 8.40 am
- Students arriving at the school gate or to class after 8.40 am will be recorded as late
- The entry gate at the end of the west wing will be locked at 8.45 am.
- No student in Years 7 to 11 will be admitted by the main entrance until 9.05 am
- The SWO and Reception Staff will record the names of those students who are late to school between 8.45 am and 9.05 am each morning
- Students arriving late to school will receive a twenty minute after school detention (C3)

- Form Tutors will mark any student arriving after 8.45 am as late and will record the number of minutes late on SIMS
- At this point Form Tutors should also question the lateness and try to help the student find ways to get to school on time
- Form Tutors should tell students who are late and are identified as not on the register that they have a 20 minute after school detention
- Students will be reminded of detention during period 5 by their teacher and will be escorted to the detention hall by that member of staff.
- Students failing to attend a detention will be reminded of the detention on the following day; and will need to attend detention at break/ lunchtime.
- When time allows the SWO will cross check to ensure that students arriving late have been given a late mark by their form tutor and that all students who are in school have actually attended form period.
- From 9.00 am the SWO and/or office staff will record students who are late.
- We will encourage parents/carers to make medical appointments outside school hours but where this is not possible they should inform the school the day before of any lateness due to their child having an appointment.
- Students arriving later in the day or returning from appointments will be recorded by the AA who will liaise with the SWO where she considers it necessary.
- The SWO will enter late data on SIMS, including the times and reason for students being late to school. This data will be cumulative and enable monitoring over time and then inform intervention for regular latecomers.
- The SWO will refer persistent latecomers to the EWO.

### **Lateness to lessons**

Staff will model the behaviour expected of students by being punctual to lessons.

- Lessons will commence when the teacher starts the lesson, students arriving after this time will be deemed to be late.
- Staff should be in the corridors moving the students on to their next class in line with the school movement policy and greeting those coming to their next lesson.
- Staff should make it clear to classes that they expect students to be punctual and that they will not tolerate lateness.

- Staff must record lateness and the number of minutes that a student is late, on SIMS.
- Where possible staff should question latecomers about their lateness. This need not be as they come through the door, as this may interrupt the start of the lesson.
- When possible, i.e. after periods 2 and 4, students may be detained at the end of the lesson to make the point that arriving on time is expected. Students arriving late for period 5 should be the last to leave the room but should be released in time to catch our school buses.
- Students should NOT be detained at the end of periods 1 or 3.
- When students leave lesson 1 or 3 late because they have been detained by the teacher it is the responsibility of that teacher to provide a note so that students are not recorded as late. This can be done by giving the pupil a pre-prepared late departure from lesson slip.
- Staff may request that students report to them at break or lunchtime to make up the time that they have lost. This will not be a full detention but a measure designed to inconvenience the student and to make him/her consider being on time in future.
- Staff should initially discuss with their Head of Department their concerns about students who are regularly late to lessons.
- A weekly print out from SIMS of students who have been late to lessons the previous week will be produced for Heads of Year by the Pastoral Administrator.

**Further to the above individual responsibilities are as follows:**

**Form Tutors are responsible for:**

- taking the morning register in line with guidelines and recording any student who arrives after 8.45 as late
- monitoring the punctuality of the form using SIMS data
- monitoring students who are on punctuality report and ensuring that time is made up
- working with individual students to improve their punctuality
- liaising with the SWO on matters related to the persistent lateness of students in their form and the need for parental/carer contact

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- keeping the Head and Assistant Head of Year informed of punctuality issues pertaining to the form

**Subject Teachers are responsible for:**

- moving classes on punctually to their next lessons in line with movement policy by having a presence in their corridor
- marking registers and recording student lateness on SIMS in line with school policy
- making it clear to students that lateness is not acceptable and stressing this with individual students who are late to class
- detaining latecomers for a short period at the end of lessons where this does not impinge on another lesson
- liaising with the Head of Department/Form Tutor in order to deal with students who are persistently late

**The Attendance Administrator will:**

- receive students who arrive late after 9.00 am when the SWO is not available and record their lateness
- ensure that all students who sign in late are entered on SIMS
- monitor daily that registers are being marked and inform members of staff of any registers they may have failed to mark
- produce data on lateness as requested by members of staff
- provide Heads of Year, Head and Deputy Head in charge of Pastoral Care and Head of 6<sup>th</sup> Form with a list of those students late to school the previous week

**The Student Welfare Officer is responsible for:**

- monitoring punctuality to school
- recording, or arranging for the recording of, the names of those students arriving at school after 8.45 am each morning and producing list of students in lunchtime detention

- recording and monitoring those students arriving at school after 9.00 am and via pastoral admin issuing an after school detention to those who have no valid explanation for lateness/ have arrived to school late.
- producing data from SIMS which will support staff in their monitoring of punctuality
- working with individual students to help them improve their punctuality to school
- liaising with parents/carers of students with poor punctuality
- liaising on all matters related to student punctuality to school with Form Tutors, Heads and Assistant Heads of Year, Heads of key stage, and Deputy Heads in charge Sixth Form and of Pastoral where appropriate, Heads of department and the school nurse
- raising cases of persistent lateness to school with the school EWO

**Head/Assistant Head of Year is responsible for:**

- monitoring punctuality, to school and lessons, within their year group
- looking for trends and/or causes of poor punctuality in the year group
- interviewing students with poor punctuality in liaison with the SWO and Form Tutor
- monitoring that Form Tutors are fulfilling their role in relation to promoting good punctuality and dealing with poor timekeeping
- promoting the importance of good punctuality through assemblies, competitions with rewards and personal intervention
- liaising with the SWO to discuss punctuality issues in the year group
- ensuring that information on punctuality is shared with the pastoral team and pastoral managers
- interrogating data relating to poor punctuality and ensuring that interventions are taking place in line with procedures
- monitoring that Form Tutors are following procedures for receiving and dismissing their tutor group
- making punctuality a regular item on the agenda of year group meetings

### **Heads of Department are responsible for:**

- ensuring that staff are supervising classes and recording student lateness in line with procedures
- supporting staff in dealing with students who are persistently late to specific lessons
- setting up departmental interventions to deal with latecomers
- ensuring that staff in their department are following procedures for receiving and dismissing classes

### **Deputy Head teacher in charge of Pastoral Care and Head of 6<sup>th</sup> Form are responsible for:**

- ensuring that punctuality is being recorded and monitored in line with DFE and LA requirements
- ensuring that punctuality is monitored at Key Stage, Year, Form and subject level and procedures are followed, and intervention is taking place at the appropriate level
- taking an active part in promoting the importance of punctuality
- supervising the production of data required by Senior Management, the Governing Body, the LA and the DFE relating to punctuality
- meeting regularly to review procedures and data to ensure that we are doing all that we can to maximise punctuality
- initiating the change where policy and procedure changes are needed

### **Rewards and Sanctions**

- Students with good punctuality will receive certificates or other rewards. This will be done at the end of each term, with cumulative certificates for the year presented at the end of the summer term.
- The Pastoral Management Team will look to give tangible rewards to students/forms with good punctuality records.
- Praise in assemblies, texts home or names in 'More News' for punctual students.

- Students with unexplained poor punctuality to school and/or lessons will not be included in the end of year reward trips.
- Students with poor punctuality will be detained at lunch times or after school.
- Parents/Carers of students with poor punctuality to school, having been through all processes to improve punctuality, will be referred to the LA.

**Students are responsible for:**

- attending school regularly
- bringing in a written note to explain an absence from school
- arriving at school and lessons on time
- engaging in any intervention put in place to help improve their timekeeping and/or attendance
- cooperating with any sanctions given for poor timekeeping

**Parents/carers are asked to lend their support by:**

- contacting the school on the first day of their child's absence
- providing a written note to explain their child's absence
- ensuring that their child is up and ready to leave the home so that he/she arrives at school by 8.30 am
- providing an explanation for their child's lateness to school
- trying to avoid making medical appointments for their child during the school day
- trying to avoid taking their child on holiday during term time
- working in partnership with the school to solve issues relating to poor attendance and poor timekeeping
- promoting the importance of good attendance and good timekeeping